



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

IMEU-ANS-MWR

01 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Morale, Welfare, and Recreation (MWR) Facility Usage, Policy Letter #4

1. REFERENCES:

- a. Army Regulation 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities, 15 August 2005.
- b. USAREUR Regulation 1-3, International Agreements and Third Party Agreements, November 1994 (DRAFT).
- c. USAREUR Agreements Handbook.
- d. Army Regulation 210-22, Private Organizations on Department of the Army Installations and Official Participation in Private Organizations, 22 October 2001.
- e. USAREUR Memorandum of Instruction for Private Organizations of Department of the Army Installations, draft 2000.
- f. Memorandum, HQ USAREUR, AEAGA-RAF, Unit Fund Activities, 5 June 1997.

2. PURPOSE: This guidance provides procedures for use of MWR facilities for other than MWR programs.

3. SCOPE: This policy is applicable to:

- a. All MWR facilities and programs.
- b. Those who want to use MWR facilities.

4. INTERNAL CONTROLS: The Directorate of Community Activities (DMWR) is responsible for policy implementation at the program level and will conduct strict monitoring for compliance.

5. FACILITY USE:

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a. Community agencies, units, private organizations, and the like may use MWR facilities for events and functions. MWR may charge a facility usage fee depending on the use of the facility. Those using MWR facilities will be charged for all goods and services provided by MWR to support the event request. The following guidance applies:

(1) Designated meeting locations.

(a) Private organizations are authorized meeting space as outlined in Reference d. If that meeting space is an MWR facility, the regularly scheduled meetings must be established and cited on a facility log. Meetings will not interfere with facility programming nor require any support from the facility staff. All other activities will be treated as special functions, coordinated and charged as appropriate through the specific facility.

(b) Army Community Service (ACS) is a designated meeting location for Family Readiness Groups for those that choose to meet outside the unit area. Meetings/training will not interfere with facility programming or require any support from the facility staff. All other activities will be treated as special functions, coordinated and charged as appropriate using the Event Support Request.

-- This excludes ACS initiated training/functions. However, if ACS uses another MWR facility for its activities, it completes an Event Support Request and will be charged appropriately.

-- ACS may be used for other unit/private organization functions if all other resources are not available, i.e., community clubs, the community activities center, youth services, and the designated meeting location.

(2) Units and Private Organization (PO) use of MWR facilities. Units and POs may use MWR facilities on a reimbursable basis. Reimbursable refers to the cost to MWR for support to execute the activity or function. This support will include, at a minimum, the labor for MWR personnel to be on-site during the activity to ensure property accountability as well as set-up fees, food and beverage costs, repair and cleaning costs, etc. MWR will use the Event Support Request to itemize the cost of support for each activity or function.

(3) MWR will not substitute private organization functions for its own programming. Private organizations may contract with MWR to conduct programming that is open to the entire community when the arrangement will allow MWR to meet its program and financial goals. MWR will not establish arrangements that offer a PO use

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of a facility during established business whereby that use precludes participation by the entire community.

(4) Use of Category C Activity Facilities. These activities' existence is based on events, food and beverage sales, and sound, consistent planning. These activities include all community clubs, bowling centers with more than twelve lanes and guest houses. In addition, bowling centers with fewer than twelve lanes and their associated annex facilities, which are Category B activities, also fall under the scope of the following provisions, and from this point forward will be referred to as "Category C activities".

(a) All events will be coordinated using the Event Support Request.

(b) If the event is to raise funds for a PO and/or unit, it must show an approved fundraising request before any Category C activity will initiate an Event Support Request. If fundraising is not part of the event, a fundraising request is not required, but an Event Support Request will be initiated.

(c) Category C activities will provide all food and beverage services for the activity. The requestor pays for these services. This does not preclude donations of beer, etc., but our higher headquarters (USAG-Franconia) must approve all donations, money or product. Units/POs may elect to set-up and break-down the event to reduce labor charges.

(d) MWR may elect to contract with a unit or PO to support food and beverage requirements. This will be stated in the event request and will be documented by a memorandum of agreement or contract between MWR and the requestor. This arrangement is an option only when the unit or PO determines it can't accommodate the food and/or beverage request or MWR is the only entity authorized to provide the service.

(5) MWR will ensure consistent pricing among its activities.

6. EVENT SUPPORT REQUESTS. Functions may occur at the same time as scheduled programming as long as the special event does not preclude full and complete execution of the scheduled programming.

7. ALCOHOL USE AND SALES.

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- a. Only Nonappropriated Fund Instrumentality personnel, i.e., MWR staff are authorized to sell alcohol. If units, Private organizations, etc., desire alcohol at a function that is not a Category C activity, it must coordinate the sale with MWR.
- b. There is no authorized use of alcohol in the Youth Services facility under any circumstances.
- c. The Community Activities Center reserves the right to distribute alcohol in their facilities. Requestors may, with prior MWR approval, bring their own alcohol for functions in these facilities.
- d. Alcohol use is not authorized in any other MWR facility, unless supported by MWR.

8. The Directorate of Morale Welfare and Recreation is the proponent for this policy, DSN: 468-1550.



JOHN G. REILLY
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Commanding

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